



Faculty Early Career Development (CAREER) Program
Program Announcement NSF 01-84
Submission Requirements' Checklist
FastLane Help Desk 1-800-673-6188

FastLane (FL) Form	Items to be Contained in FastLane (FL) Form		Submission Method
PI CoPI Information	Information Requested in Standard FL Form		Automatically generated by FL
Cover Sheet	Announcement No.	NSF 01-84	Submission is required; Entered using standard FL form; The cover sheet (NSF form 1207, pages 1 and 2) will be signed electronically at the time of submission by the SRO. No PI/CoPI signatures will be required. No paper copy of the Cover Sheet should be mailed to NSF.
	Org. Unit Selection	Select from displayed list	
	Co-PIs	Not allowed in competition	
	PECASE Eligibility	Check box if applicable	
Project Summary (Limited to One Page)	Summary of integrated education and research activities of the proposed career development plan	Cannot exceed one page	Submission is required; Can not exceed one page; Entered as text or PDF. In addition to PDF files, users can now upload a variety of word-processor files and PostScriptfiles. These files will automatically be converted to PDF format.
Table of Contents	Automatically generated by FL		Automatically generated by FL. Proposer can not edit this form.
Project Description (Limited to 15 Pages)	Results from prior support		Submission is required; Can not exceed 15 pages. Entered as PDF using standard FL form. In addition to PDF files, users can now upload a variety of word-processor files and PostScriptfiles. These files will automatically be converted to PDF format.
	CAREER development plan		
References Cited	References for both research and education activities		Submission is required; Entered as text or PDF. In addition to PDF files, users can now upload a variety of word-processor files and PostScriptfiles. These files will automatically be converted to PDF format.

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Biographical Sketches (Limited to TWO Pages)	Information Requested in Standard FL form	Include BOTH research and education activities and accomplishments	Submission is required; You can now upload all of your proposal biosketches as one PDF file by clicking on the PI's name & clicking on the "Transfer PDF" button. Entered as text or PDF. In addition to PDF files, users can now upload a variety of word-processor files & PostScriptfiles. These files will automatically be converted to PDF.
Budgets (including Budget Justification)	Information Requested in Standard FL form See GPG II.C.6, NSF 01-84 Section V.B. and CAREER FAQ's		<u>Budget:</u> Submission is required; One budget for each year of support requested. Cumulative Budget is automatically generated by FL. Entered using standard on-line FL form and/or uploaded excel spreadsheet. <u>Budget Justification:</u> Not to exceed three pages. Entered as text or PDF. In addition to PDF files, users can now upload a variety of word-processor files & PostScriptfiles. These files will automatically be converted to PDF.
Current and Pending Support	Information Requested in Standard FL form		Submission is required; You can upload all Current and Pending support items of your proposal as one PDF file by selecting the PI's name and either editing an existing form or creating a new one. Entered as text or PDF. In addition to PDF files, users can now upload a variety of word- processor files & PostScriptfiles. These files will automatically be converted to PDF.
Facilities, Equipment and other resources	Information Requested in Standard FL form		Submission is required. Entered as text or PDF. In addition to PDF files, users can now upload a variety of word-processor files & PostScriptfiles. These files will automatically be converted to PDF.

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Supplementary Docs	Dept. Endorsement	<p>The proposal must include one (and only one) letter consisting of exactly the statement given below from the applicant's department head (or equivalent institutional official) attesting to the department's partnership in the PI's career development. (Letters of reference or recommendation are not appropriate.) This endorsement statement must read exactly as follows:</p> <p>"I have read and I endorse this career development plan. I attest that the PI's career-development plan is supported by and integrated into the educational and research goals of the department and the institution. I personally commit to the support and professional development of the PI."</p> <p>Proposals may be returned without review if more than just these three sentences are included.</p> <p>The department head must sign the bottom of this page. Below the signature, type the official's name, title, and date. Signed document to be scanned.</p>	<p>Submission is required. Scan the documents and convert to pdf files. Upload the pdf files.</p> <p>Hard copies must NOT be mailed to NSF.</p>
	Letters of commitment	Letters that describe planned collaborative efforts	
List of Suggested Reviewers (Optional)	Information Requested in Standard FL form		Submission is optional; entered as text using standard FL form. PDF is not an option.
Deviation Authorization (if applicable)	"GPG Section II.A." Exemption	Full text of approval from NSF Assistant Director must be submitted.	Submission is required, if applicable. Entered as text using standard FL form.
	"Eligibility Criteria" Exemption	Full text of approval from CAREER Directorate contact must be submitted. (Contact list available at: http://www.nsf.gov/home/crssprgm/career/contacts.htm)	
Link Collaborative Proposals	Not applicable		Not applicable
Add/Delete Non PI/Co-PI Senior Personnel	Not applicable		Not applicable

NSF Rules for PDF files: (<https://www.fastlane.nsf.gov/a1/pdfcreat.htm>)

- * Do not use Adobe Acrobat PDFWriter
- * Always embed all fonts
- * Always use embeddable Type 1 or True Type fonts
- * Always check your results
- * If using TeX or LaTeX, subset your fonts at 100%

PDF Reminders for PI's and SRO's

Software to Use to Create PDF Files:

- * Adobe Acrobat Distiller (3.x or 4.x) or Ghostscript (6.0 or higher)

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VERY IMPORTANT SCANNING INFORMATION:

▪ Size of Scanned Document

Once your document is scanned and converted to PDF format, open the file using Adobe Reader. Look at the bottom of the document and you will see the file size. It should be 8.5 x 11. If it is something other than 8.5 x 11 (even if it is close), your document will not be able to be printed at NSF. You need to rescan the document and make sure the file is 8.5 x 11. Some scanners allow you to set the output size; otherwise read the instructions in the scanner's manual. OR,

If you use Distiller 3.0: Open Distiller and go to the "Distiller" Menu and select "JobOptions". Under the "General" tab make sure under "Device Settings", "Default Page Size", Width is 8.5 and Height is 11.0 INCHES.

If you use Distiller 4.0: Make sure you have downloaded the FastLane JobOptions (<https://www.fastlane.nsf.gov/a1/pdfcreat.htm> and scroll to Joboptions) Open Distiller. Go to the "Settings" Menu and choose "JobOptions". Under the "Advanced" tab make sure under "Default Page Size", Width is 8.5 and Height is 11.0 and Units is INCHES.

▪ Orientation of file

Please remember to keep the pages of your file in portrait (8.5 x 11) orientation. NSF has experienced problems with files in landscape (11 x 8.5) orientation. These problems occur more often when you have various orientation combinations within one file. For example, page 1-5 is portrait, page 6-7 is landscape, and page 8-15 is portrait.

▪ Resolution

Do not scan at the highest resolution. In most cases, this will cause your files to become very large. NSF is only concerned with being able to read the document. Some scanned files at a lower resolution may look "fuzzy," but as long as they are readable, NSF will be satisfied. The larger the file, the longer it will take to transfer the file over the Internet; and you may not even be able to upload the file into FastLane. Moreover, if a file is very large, it will take longer to open the proposal in FastLane, causing the Internet to "time out" before the proposal can be opened.

▪ Adobe Photoshop Hints

If you scan your documents into Adobe Photoshop (Illustrator and Framemaker also apply), you still need to convert them to PDF files using Adobe Distiller. The PDF output from Photoshop (Photoshop PDF *.pdf) is not the same output you achieve when using Distiller-even though both products are made by Adobe. (The Photoshop PDF uses PDF Writer which does not work with FastLane.) Please save your Photoshop file as "Photoshop EPS" and then use Distiller to convert to PDF.

If you do use Adobe Photoshop, make sure your document is not inverted (black background and white text). If the file is inverted, click on the "Image" menu and select "Adjust" and then "Invert."

▪ Do Not scan and save as TIFF

Do not save your file as TIFF. Sometimes TIFF files produce an error message and FastLane is unable to read the file. TIFF files usually include an EOFB (end of data) command that indicates where each file's image information stops. Some applications insert the EOFB command before the last line of the file when they create TIFF files. For example, if the TIFF file contains 4400 lines, the application may insert the command at line 4368. Acrobat viewers will return an error message when they read an EOFB command before the actual last line of a TIFF file. Photoshop creates TIFF files with an EOFB command on the last line of the file so that Acrobat viewers can open these files without error.

▪ ALWAYS PREVIEW

Preview your scanned document to make sure no characters were inserted into the document. This happens when you scan using OCR technology.